



The Lanes

PRIMARY SCHOOL

*“Dream it, Believe it, Achieve it
through excellence”*

School Prospectus

Academic Year 2025/26

<http://www.thelanes.notts.sch.uk>

The Lanes Primary School, Chilwell, Nottingham
Meadow Lane Site NG9 5AA
Cator Lane Site NG9 4BB

Head Teacher: Mr Pete Wilkes

Deputy Head Teacher: Miss Anna Hodkin
Assistant Head Teacher: Mrs Leah Wignell
Early Years Lead: Mrs Rachel Darke

Telephone: Meadow Lane Site: 0115 9190644 Cator Lane Site: 0115 9138558

Email: office@thelanes.notts.sch.uk

Website: www.thelanes.notts.sch.uk

Chair of Governing Body: Mr Andrew Barker

Email: governors@thelanes.notts.sch.uk

The Lanes is part of the White Hills Park Trust.

SESSION TIMES – MEADOW LANE SITE	SESSION TIMES – CATOR LANE SITE
RECEPTION: Morning: 8.40 am - 12.00pm Afternoon: 1.00 pm – 3.15 pm	YEAR 2: Morning: 8.45am – 12.15pm Afternoon: 1.15 pm – 3.25 pm
YEAR 1: Morning: 8.40 am – 12.00 pm Afternoon: 1.00 pm – 3.15 pm	YEAR 3 & 4: Morning: 8.45am – 12.15pm Afternoon: 1.15 pm – 3.25 pm
	YEAR 5 & 6: Morning: 8.45am – 12.15 pm Afternoon: 1.15 pm – 3.30 pm



Meadow Lane site



Cator Lane site

Welcome to The Lanes Primary School.

Thank you so much for choosing our school for your child. This prospectus aims to provide you with a variety of information. If, having read the prospectus, you have any other questions, queries or would like to talk to us personally, please contact us. New parents are always welcome to visit. Please telephone to make an appointment.

We are a welcoming, caring school. We believe that children learn most effectively in a secure, enriching environment. We aim to work closely with parents, governors and the community to achieve this end.

[The Lanes Primary School Mission Statement](#)

*“Dream it, Believe it, Achieve it
through excellence”*

At The Lanes Primary School we are dedicated and committed to developing an outstanding learning experience for all our children.

We are committed to:

- Providing excellent teaching and learning by passionate experts
- Having the highest expectations of all our pupils and knowing our children well
- Challenging all children to strive for academic, creative, sporting and personal accomplishment within a broad, knowledge rich, vibrant curriculum
- Developing a truly inclusive school, where **ALL** children can flourish
- Celebrating achievement in all areas
- Fostering an ethos of respect and empathy
- Instilling a lifelong love of learning and a strong grounding for future success
- Ensuring all children feel secure and happy

We celebrate perseverance, resilience and risk taking, ensuring children welcome challenge and are not frightened to make mistakes. We encourage children to take ownership of and responsibility for their learning, so they have the confidence and curiosity to ask questions, solve problems and respond to quality feedback. Children are praised for hard work, determination and having a positive attitude. We encourage the children to be proud of the school and their achievements in all areas of the curriculum. We foster open and honest communication with parents and actively seek to engage with all members of the community in a positive and collaborative manner.

Our school motto is: **‘Dream it, Believe it, Achieve it - through excellence.**

Our school values are: **Democracy, Honesty, Friendship, Resilience, Positivity, Pride, Kindness, Happiness, Determination, Responsibility, Respect, Teamwork.**



Class Organisation

The school is organised into 22 classes over two sites. Nursery, Foundation and Year 1 children are taught at the Meadow Lane site, while children in Years 2 - 6 are taught at the Cator Lane site.

School Staff

Teaching Staff 2025/26

<u>Names</u>	<u>Position and Responsibility</u>
Mr P Wilkes	Head Teacher
Miss A Hodkin	Deputy Head Teacher
Mrs L Wignell	Assistant Head & Class Teacher
Miss N Williams	Acting SENCO & Class Teacher
Mrs M Caldwell	Class Teacher
Mrs R Verey	Class Teacher
Mrs R Darke	Class Teacher
Mrs J Johnston	Class Teacher
Mrs A Olson	Class Teacher
Mrs E Holyland	Class Teacher
Miss C Hodkin	Class Teacher
Miss S Buckley	Class Teacher
Mrs L Day	Class Teacher
Mr D White	Class Teacher
Miss H Clarke	Class Teacher
Mr A Bacon	Class Teacher
Mrs F Pack	Class Teacher
Mrs E Roberts	Class Teacher
Mr M Nunez	Class Teacher
Mr A Wilson	Class Teacher
Mr C Dale	Class Teacher
Miss H Pitts	Class Teacher

Mr T Grain	Class Teacher
Mr M Shaw	Class Teacher
Mrs R Roberts	Class Teacher
Mr C Cudworth	Class Teacher
Mrs C Taylor	Class Teacher
Ms T Malone	Class Teacher
Mr P Wilkins	Class Teacher
Miss L Strickland	Class Teacher
Miss I Myerscough	Class Teacher
Miss N Mahmood	Class Teacher
Miss R Howe	Outdoor Learning Teacher

Non-Teaching Staff

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Mrs L Ireland	Senior Higher-Level Teaching Assistant	Mrs C Martin	Teaching Assistant
Miss A Shepherd	Teaching Assistant	Mrs H Horsburgh	Teaching Assistant
Mrs R Kaur	Teaching Assistant	Mrs B Butcher	Teaching Assistant
Mrs H Carré	Teaching Assistant	Mr M Butler	Teaching Assistant
Miss A Cook	Teaching Assistant	Ms S Ashmore	Teaching Assistant
Miss N Wagstaff	Teaching Assistant	Mrs L Sormaz	Teaching Assistant
Mrs V Aikens	Teaching Assistant	Miss P Miles	Teaching Assistant
Ms S Acheampong	Teaching Assistant	Mrs A Kania	Teaching Assistant
Ms A Toneva-Bosilkova	Teaching Assistant	Mrs C McEwan	Teaching Assistant
Mrs J Smith	Teaching Assistant	Ms D Carlin	Teaching Assistant
Mrs J Colton	School Business Manager	Ms J Gosling	Office & Premises Manager
Mrs A Newell	Clerical Assistant		

School Meals

Your child can choose to have a packed lunch brought from home or a school dinner made on the premises. This is provided by Nottinghamshire County Council and we have our own kitchen to cook our meals on site. The menus are carefully planned on a three-week cycle and are nutritionally healthy and well balanced. (Copies available on the website). **It is important that you inform us of any dietary requirements before your child starts school. A form must be completed with notification of any allergies, intolerances or other dietary requirements. We will not be able to provide your child with a school meal until this form and authorisation is complete.** We do encourage your child to try new foods, although there is no undue pressure put upon your child. Children who have a school meal are also given a drink of water.

All Reception, Year 1 and Year 2 children are entitled to a Universal Free School Meal.

Children are also able to stay and have a packed lunch at dinnertime. Please ensure that the contents are well balanced – no sweets or fizzy drinks are allowed. **Owing to children with allergies, we are a 'nut-free school', therefore please ensure your child's packed lunch does not include any products containing nuts.**

From Year 3 to Year 6 payment for school meals can be made online via MCAS – further details including log-on information will be sent home during the first two weeks of the Autumn Term. The cost of a meal is £3.16.

A reminder that if you believe you may qualify for Free School Meals because you are in receipt of one of the benefits listed below please visit <https://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk> where you can apply online or telephone 0300 500 8080

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods).
- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support upper Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit Run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Even though a school meal can be provided for every infant child, it is important to check if you qualify for a free meal based on the criteria above because you will be entitled to **other benefits** such as free school activities, visits, help with uniform etc.

Drinks and Snacks

We encourage all children to bring a bottle of fresh water to school daily.

This is to ensure the children are well hydrated. We also ask that this is a sports top bottle and not a screw top as these are easily spilt. Please ensure the water bottle is clearly named and that it contains only water. **No fizzy drinks, squash or flavoured water are allowed.**

School Milk and Fruit Scheme - Reception and KS1 only

School milk is free for **all under-fives** under the government milk scheme. Parent(s)/carer(s) will need to register with 'Cool Milk' at www.coolmilk.com for your child to access their entitlement. Once your child reaches five you will need to pay for your milk at a cost of approximately £18 per term. Children who are entitled to free school meals continue to receive milk free of charge after their 5th birthday.

All children in Reception, Year 1 and Year 2 are offered a piece of fresh fruit daily. This is part of the Free Fruit for Schools Scheme.

School Uniform

We have a uniform in school and the details of the items can be found below. Items can be brought from 'TGR Embroidery' on High Road, Beeston or 'Morleys' on Bramcote Avenue, Chilwell.

Grey / black skirt, pinafore dress, trousers & shorts
White shirt or polo shirt
Blue cardigan, jumper or sweatshirt
Blue and white checked summer dress
Black shoes – no trainers
Grey, black or white socks

Book bags are also available for your child's school reading books.

PE Kit

Plain white/blue T shirts, black shorts/tracksuit bottoms, plimsolls and trainers, fleece top/sweatshirt. Children come in to school wearing their PE kit on their PE day – you will be informed of this by the class teacher. Children in Reception will need to bring their PE kit in a named drawstring bag.

Long hair should be tied back. Jewellery should not be worn in school at any time. It is inadvisable for children to wear earrings to school but small plain studs may be worn if parents feel that this is necessary. Earrings are not permitted to be worn for PE. We request that these are removed at home on PE days as staff are not allowed to remove earrings. **If your child is wearing earrings, they will not be allowed to participate in PE sessions.**

Medical injuries/Sickness/Medicines

Minor cuts/ bruises and other injuries will be dealt with as necessary by a member of staff. The Midday Supervisors will also deal with such incidents should they happen during the lunch time. All staff are trained in First aid and hold certificates in paediatric first aid or basic first aid.

It is the school's policy that parent(s)/carer(s) are notified by letter as a matter of routine if children are involved in any accident which involves the head, eyes, or bones.

Any child who has been sick/had diarrhoea must be kept off school for a minimum of 48 hours since the last bout of sickness/stomach upset.

In the case of more serious injury or illness, parent(s)/carer(s) will be contacted and asked to collect the child from school. If on the rare occasion an ambulance is required, we will contact parent(s)/carer(s) immediately as we send for one.

Medical Appointments

We ask that wherever possible appointments are made **out of school hours**, as repeated absences do cause disruption to your child's education.

If however, parent(s)/carer(s) need to make a medical appointment for their child and therefore are likely to be late to school, we would ask that parent(s)/carer(s) notify the school office so that the correct information can be added into the school register.

If your child has an appointment during the school day, please notify the school by email or telephone. Parent(s)/carer(s) will be asked to ensure that their child has been 'signed out' by a member of the office staff.

Health Services

The school works very closely with the School Health Team. In co-operation with the school and consent from parents, health checks may be carried out by the School Health Team.

In the case of allergies parent(s)/carer(s) will be required to provide the school with a detailed outline of the child's allergies. In such cases a care plan will be drawn up and will be located in prominent places for all staff to see, including the staff handbook. All parent(s)/carer(s) are kindly reminded to ensure all medical information is completed carefully on your child's school documents on joining us and updated regularly as appropriate.

Head Lice

Head lice can be a common problem from time to time, therefore we do ask that parent(s)/carer(s) check their child's hair on a regular basis (a nit comb is a worthwhile purchase for this) and treat the hair immediately if necessary. If you are unsure of how to check for or treat head lice, we do have information that will be able to help and advise you. If head lice are found, your child will be sent home for treatment, although once treatment has been undertaken, your child can return to school straight away. Long hair should be tied back during school as a preventative measure.

Behaviour Policy – please also refer to the school behaviour policy which is available on the school website

We work on the 3 B's – Be Proud, Be Safe, Be Respectful.

The staff at The Lanes recognise the importance of good behaviour in ensuring successful community life and positive attitudes to learning. At the core of our approach is building secure, trusting relationships with the children. We believe in a positive and consistent approach which encourages high standards of behaviour, respect for others, and emphasises the need to work together harmoniously. For our school to function smoothly and successfully, it is essential that everyone becomes aware of their rights and responsibilities, both as individuals and as members of that community.

It is widely acknowledged that children's 'self-esteem' or view of their own value to a group is a major factor in determining behaviour patterns. Children who do not feel valued, valuable and fulfilled are more likely to underachieve or to exhibit challenging behaviour than those who are secure, settled and comfortable about themselves. This belief underpins all our work with the children. Through our work in the curriculum we maintain positive relationships and communicate a clear set of expectations and values. In this way children will begin to recognise that, he or she is a unique individual with valuable contributions to make.

In the event of there being any challenging behaviour, the school will work with parent(s)/carer(s) and the child to identify what the child is trying to communicate. Strategies and support will be put in place and where necessary, external advice gathered.

Anti-Bullying – please also refer to our anti-bullying policy which will be available on the school website

The school's definition of bullying is any regular action or comment which causes unhappiness to another person. All reported bullying will be thoroughly investigated and dealt with seriously in line with the policy.

Attendance

Regular attendance is vital for achievement in school and therefore we monitor attendance rigorously.

We do not permit holidays to be taken during term time except under exceptional circumstances and with written approval from the head teacher; this includes family days out. Any such absence will be recorded as unauthorised and may result in a fine between £80 and £160.

Please contact the school as soon as possible if your child is ill. *If a child is not in school by 9.30am and we haven't had a message then we will contact you by telephone to seek an explanation for your child's absence from school.*

Finally, if for any reason you need to attend an appointment with your child during the school day please ensure that you inform the office staff so that your child can be signed in or out.

Parent(s)/carer(s) are required by law to ensure that their children attend all school sessions.

Home/School Partnership

The partnership between the child, parent(s)/carer(s) and school is one which we consider being of the utmost importance, and it is our aim as a school to develop and strengthen these links. This is seen as a continuous process. There is a home/ School agreement which is offered to every child and parent/carer for their signatures. Staff are always very willing to meet individual parent(s)/carer(s) to give advice on ways in which help can be given.

Parent(s)/carer(s) are always very welcome in the school and any involvement whether on a regular or occasional basis is very much encouraged and appreciated.

This support can include:

Hearing reading as a literacy volunteer

Helping on trips and in class

There are many events throughout the year which all parent(s)/carer(s) are invited to attend.

Parent Fundraising Group – The Lanes Fundraising Group

This group's main function is to raise funds to support the work of the school. All parent(s)/carer(s) are automatically members and are encouraged to take an active role in supporting the committees and the events. This is an active group of parents who arrange lots of great events during the year including discos, a Christmas Fair, Fireworks and many more. Any money raised is spent on the children in school to enhance their experience. The group are always looking for new volunteers, they can be contacted via friends@thelanes.notts.sch.uk

Curriculum

We strongly believe in ensuring that all of our children are surrounded by a rich, stimulating environment with a broad and balanced curriculum. All of our children are valued as individuals and we encourage each child to reach his/her full potential.

We encourage all of our children to be the best that they can be.

The Reception children follow the framework for the Early Years Foundation Stage and will be assessed continuously using the Early Years Foundation Stage Profile over the year. This is carried out through observations of structured play, conversations and child and adult initiated activities.

The children in Reception are taught within the 7 areas of learning as detailed below:

Prime areas:

- Personal, Social & Emotional Development
- Physical Development
- Communication & Language

Specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts & Design

More detailed information will be provided for parent(s)/carer(s) by the Early Years Team during the Induction welcome meeting.

In years 1 - 6, the children follow the National Curriculum which consists of the following subjects;

The core subjects:

Literacy

Numeracy

Science

Computer Science

The foundation subjects:

Art

Design and Technology

History

Geography

Music

Religious Education – Nottingham agreed syllabus

Physical Education

PSHE (Physical, Social and Health Education)

MFL (French)

The foundation subjects are taught through a topic approach which brings different subjects together to ensure learning is memorable. The key knowledge is carefully planned into engaging and purposeful activities and is enhanced by a range of visits/visitors and residentials.

We have an Outdoor Learning Provision and employ an Outdoor Learning teacher who provides outdoor learning sessions across the school.

Parent(s)/carer(s) may be asked for a voluntary contribution towards the cost of a specific excursion. When organising school visits we comply with the school's charging policy which means that we can only ask for voluntary contributions towards the cost of any visit. The amount is kept to a minimum but children whose parents feel unable to make a contribution will still be able to take part. However, should the outing be seriously underfunded, then it would have to be cancelled.

The governing body has adopted the White Hills Park charging and remissions policy for schools. A copy of this is available on the website or in school.

Sex education - This is not taught as a separate subject but is in accordance with the guidelines issued by Nottinghamshire Education Authority and approved by the Governing body. It is taught within our PSHE curriculum in the summer term each year. Parents will be informed of when this will be taught and the content covered during the lessons.

Religious Education – The school is not affiliated with any particular religious denomination. The teaching of Religious Education is based upon the Religious Education syllabus agreed by the Nottinghamshire Education Authority.

The school will make arrangements for pupils whose parents request that they should be withdrawn from religious worship or instruction.

Assemblies

Assemblies/collective worship take place throughout the week.

The children are offered a range of experiences from storytelling, drama and role play, collective singing and community visitors. Should parent(s)/carer(s) wish their child to be withdrawn from this part of the assembly, they will be required to notify the school in writing.

Over the year the children will be involved in a range of events: Harvest Festival, Christmas productions, and summer leavers' concert. There are special Celebration assemblies held in school every week. This is where children's academic and personal achievements are celebrated with the whole school community

School Reports/ Pupil Progress

The school considers it of vital importance that parent(s)/carer(s) receive regular updates both about the children's work and the progress that they are making.

Parent(s)/carer(s) are offered a range of formal and informal opportunities to enable them to keep up to date with their child's development including:

- Parent/ teacher online reading diaries
- Termly parents' meetings
- End of year annual report received in July
- A range of curriculum events to showcase the children's learning.

Newsletters, curriculum leaflets, theme days, concerts and curriculum information meetings all help parent(s)/carer(s) to gain a greater insight into the work of the school and in particular that of their child.

All children's progress is monitored continuously and in cases where there is a concern, this will be discussed with parent(s)/carer(s) and action agreed. Parent(s)/carer(s) who have concerns are asked to discuss this with the class teacher.

School and Local Authority Policies

The school has a very comprehensive range of policies and guidance which have been developed and adopted by the Governing Body of the school. It is not possible to reproduce all of the policies for the purpose of this prospectus, but the following information may be of interest.

Parent(s)/carer(s) are very welcome to come into school and view the policies at any time. They are also available on the school website.

School Security

The Governors are conscious of their responsibilities regarding security. The Governors receive regular reports and formally inspect the premises at least once a year, and more often if required. Advice is sought from appropriate bodies such as the Local Authority, fire and police services. External doors are kept locked throughout the day and visitors may only gain access to the building through the front intercom entrance. Anyone working within the school building must sign in and wear an identity badge so as to be easily recognisable.

Child Protection

Parent(s)/carer(s) should be aware that the school is required to take any reasonable action to ensure the safety of all its children. The school has a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL) who, in cases where the school has reason to be concerned that a child may be subject to harm, ill treatment, neglect or other forms of abuse, will follow the Child Protection procedures established by the Nottinghamshire Safeguarding Children Partnership and also inform Social Care of the concern when appropriate. Our aim is to always work in partnership with parent(s)/carer(s) to ensure our children are safe and able to flourish.

Equal Opportunities

The Lanes Primary School is fully committed to equal opportunities for all in accordance with White Hills Park Trust Guidelines. The Governing Body ensures that all children and employees are treated fairly and equally, regardless of disability, sex, marital status, race, colour, creed and ethnic or national origin.

Pupils with Disabilities

The school has a detailed Accessibility plan, Inclusion policy and Disability Equality Scheme which includes the access and provision for children, staff and regular visitors with disabilities. This plan ensures that provision is in place and planned ready for the adult/child on admission to school and that the facilities and support required are appropriate for that individual. Any adult/child in school with a disability will be catered for and treated equally and inclusively as outlined in the Equal Opportunities Policy and Special Educational Needs Policy.

Data Protection (Privacy Notice)

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

The Academy Trust is the Data Controller. They have the ultimate responsibility for how the schools and trust central team manage data. They delegate this processing to individuals to act on their behalf, that is the central team and the relevant school staff in each setting.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Give the best possible service
- Provide statutory services (e.g. assessment for free school meals eligibility)
- Safeguard Children and Young People from harm.

Access to Regulations

Parent(s)/carer(s) wishing to see documents relating to educational procedures should contact the school office. All policies, schemes of work and termly planning are available in school.

The Lanes Primary School Admissions Procedure

The planned admissions level (PAN) for our Reception classes is 90. We admit all children into school in September which is in line with Nottinghamshire County Council Admissions procedure. The Reception children have a phased start in September; this enables the children and staff to make positive relationships and for children to be introduced gently to daily routines.

There is a co-ordinated scheme for admission to Primary Schools which is run by Nottinghamshire County Council. It is a requirement that parent(s)/carer(s)/carers apply directly to their local County Council for a place.

The Lanes Primary School works closely with our feeder pre-schools and schools to ensure that the transition process runs smoothly and that the children feel safe and secure in their new school.

In Year admissions

Should your child already be in full time education and you are looking to move him/her to The Lanes Primary School, it is a requirement that parent(s)/carer(s) apply directly to the local County Council. We would welcome you to come for a visit and we can answer any questions you may have.

Transfer to Secondary School

The children in Year 6 leave our school in July each year when they will transfer to Secondary School in September; this is a range of schools including Chilwell (our feeder), Alderman White and George Spencer. The same admission arrangements apply to secondary schools as previously outlined. The Lanes Primary School works closely with all secondary schools to ensure that the transition from Year 6 to 7 runs smoothly and that the children feel safe and secure in their new school.

For further information regarding admissions please refer to ‘Nottinghamshire County Council – Admissions to School – Guide for Parents 2025-2026. This can be accessed at

<https://www.nottinghamshire.gov.uk/education/school-admissions/hub>
or on the school website <https://www.thelanes.notts.sch.uk/admissions/>

A copy is also kept in school.

School Governors

The governing body are a diverse and enthusiastic team of people from the school and local community including teachers, parents and governors elected for a specific skill (co-opted).

Together with the pupils and staff, they set the aims and objectives for the school, develop policies and targets to achieve those objectives and monitor and evaluate progress of the school towards these objectives.

As well as the full governing body meetings, there are two committees which governors sit on. These are the Pupils, Standards and Strategy (PSS) and Finance, Personnel and Premises (FPP) committees.

Complaints Procedure

If parent(s)/carer(s) have a complaint about their child’s schooling the following procedure should be followed:

1. If the matter can be dealt with by the Class Teacher or member of the Leadership Team it is appropriate that they are consulted first. If the matter is not resolved, then the Head Teacher should be informed.
2. If the matter is of a more serious nature, then the Head Teacher should be notified so that the problem can be resolved as soon as possible.

Please see the policy on the school website for more details.

We hope that you and your child will be extremely happy at The Lanes Primary School and we very much look forward to working with you. Please visit our website www.thelanes.notts.sch.uk for further information including the school holiday dates, letters, photographs and policies.

Disclaimer -The information given in this booklet relates to the school year 2025-26 and was valid at the time of printing. It should not be assumed that there will be no changes affecting either the arrangements generally described in this booklet or in any particular part of them before the start of the school year 2025-26 or in any subsequent years.